

CASE PENDING REPORT

Effective Date Statewide: June 2, 2006	Revision Date
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CASE PENDING REPORT

Description:

This report shows cases that are assigned to a judge that are still pending a final disposition.

Reference:

Overview:

The Case Pending report shows cases that are still pending final disposition. It shows how many days have passed since the case was filed. The report has two parts; the "Active" report and the "Inactive" report.

- The "Active" Case Pending report shows a judge(s) current cases that do not have a disposition or a judgment entered, and are not currently on stay. These cases continue to accrue pending days since the date of filing minus any days on stay. All cases without a disposition or a stay will appear on this report.*
- The "Inactive" Case Pending report shows cases that do not have a disposition, but are currently on Stay status. Cases can be on Stay status for a variety of reasons: for a warrant, bankruptcy, a plea in abeyance, etc. When the clerk puts a case on Stay status, that case no longer accrues active days. The cases, while still pending, appear only on the "Inactive" pending report because the court is unable to take action on those cases. Once a case is removed from a Stay, it will return to the "Active" pending report and will begin accruing days again.*

Procedure/Computer Entry

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How to run the Case Pending Report:

1. Select **Information > Reports > Case Management > Case Pending**.

The screenshot shows a window titled "Pending Cases Report". It contains several input fields and options:

- Report Cases**
 - Pending As Of**: 04/11/2005
 - Filed After**: 01/01/1900
- Categories**
 - ☒ Case Type
 - ☐ Report Category
- Judge**: *All (dropdown menu)
- Case**
 - ☒ Active
 - Days of no activity:** -- (dropdown menu)
 - ☐ Inactive
- Sort by**
 - ☒ Defendant
 - ☐ Plaintiff
 - ☐ Case Number
- ☐ Spreadsheet format

At the bottom are two buttons: **Enter** and **Exit**.

On the right side, there is a list of categories with "All" selected at the top. The list includes: {Civil}, {Foreign Decree}, {Not Applicable}, {Renew Judgment}, Abstract of Judgment, Administrative Ag, Adoption, Attorney Discipline, Civil Rights, Civil Stalking, Cohabitant Abuse, Common Law Marriage, Condemnation, Conservatorship, Contracts, and Custody and Support.

2. The **Pending Cases Report** screen provides a variety of options to run the report.
 - a. First choose the date. The default date is today's date in the 'Pending As Of' box, and 1/01/1900 in the 'Filed After' box. This is set to capture *all* possible cases. Those dates may be changed.

Note: Remember the 'Pending As Of' date will return all cases pending as of that date. If a case was disposed after the date in the box, it will appear as a pending case on the report.

- b. Select a category. The default is set to 'Case Type' for 'All' cases. Individual case types can also be selected by highlighting one or more case types. To unselect a case type, select it again.

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- c. Select a judge. The default is set to run the report for all judges. To run the report for a specific judge, select the judge from the drop down box.
 - d. Select **Active** or **Inactive**. Active will be all cases without a disposition or judgment that have not been stayed. Inactive will be those cases without a disposition, but currently are on stay.
 - e. Select a sort option. Defendant or Plaintiff will be in alphabetical order by last name. Case Number will be sorted in numerical order.
 - f. Spreadsheet format. The Case Pending report can be prepared for use in a spreadsheet program such as Excel™ for those users who have the Excel™ program. (See *'Extending the Case Pending Reports Using Microsoft Excel™'* procedure for complete instructions).
3. To begin preparing the report, select **Enter**. This is a delayed report and will begin running after regular business hours. The report will be available to print on the following day in the **Print Index**.

The screenshot shows a window titled "Print Index - Filtered". At the top, there is a "Print Copies" field set to "1" and an "Override Remove Option" checkbox which is unchecked. On the right, it says "2 reports". Below this is a table with the following data:

Title	User	Ended	Status
Case Pending Report	mauriem	11/29/05 18:17	Ready to print
Charge Disposition Report	mauriem	11/30/05 10:36	Ready to print

At the bottom of the window is a control panel with a "Group" dropdown menu set to "All Groups". To the right of the dropdown are two rows of buttons: "Filter", "Report Info", "Printer Assign", and "Refresh" in the first row; "Delete", "Alignment", "Display", "Print", and "Exit" in the second row.

1. The Case Pending Report's header list the criteria that was selected on the report screen. Under the header the following columns are listed:

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- Plaintiff/Petitioner
- Defendant/Respondent
- Case Number
- Case Type
- Filing Date
- Age Days
- Tracking
- Calendar
- Warrant
- Last Action
- Stay Reason

2. The **Age Days** is calculated by:
Number of days since filing (pending days), minus **Active Warrant Days**, minus **Stay Days** = **Aged Days**
3. The **Tracking** column will show if any tracking has been *Started* or *Ended*.
4. The **Calendar** notes Past or Future if the case has ever been calendared.
5. If there is an active warrant on a case, the reason for the warrant is listed under the **Warrant** column. An active warrant removes a case from the active case pending report. Only the 'Inactive Case Pending' report will have information listed in this area.
6. The **Last Action** notes the last day any action took place on the case. Last action is defined as any entry in the Summary Event (F2) (i.e. minute entries, payments, documents filed, and or calendar activity).
7. **Stay Reasons** lists the reason a case is on stay. Stays remove cases from the 'Active Case Pending' report. Cases that are currently on stay appear only on the 'Inactive Case Pending' report. *(see Stay procedure for more information)*